

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: January 5, 2006

LEAVE ACCOUNTING LETTER #06-002

TO: All Agencies/Campuses in the California Leave Accounting System (CLAS)

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **USAGE ONLY BENEFITS**

On January 23, 2006, the State Controller's Office will reset the Total Hours/Days Used to zero for the following 2005 calendar year Usage Only Benefits:

CIVIL SERVICE

Dock
Family Medical Leave Act*
Jury Duty
Mentor Leave
Professional Trng/Devel (BU02 Only)
Union Time Off

CSU

Dock
Funeral Leave
Jury Duty
Maternity/Paternity/Adoption
Union Time Off

*The Family Medical Leave Act benefit will be reset to zero for all excluded employees and rank and file employees in Civil Service Bargaining Units 1, 2, 3, 4, 7, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, and 21 in accordance with their bargaining unit contracts. The benefit will not be reset to zero for rank and file employees in Bargaining Units 5, 6, 8, 9, and 16.

If you have any questions, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:DK:CLAS